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BY-LAWS
of the
ORGANIZATION OF PROFESSIONAL
EMPLOYEES
OF THE
UNITED STATES DEPARTMENT OF
AGRICULTURE

(Issued October 1, 1949) 50

ORDER OF THE COUNCIL

OCTOBER 25, 1948

Under the general provisions of the Constitution of the Organization of Professional Employees of the U. S. Department of Agriculture, the Executive Committee thereof hereby is authorized and empowered to enact such by-laws as may be requisite to the proper conduct of the affairs of the Organization, but any by-law so enacted shall be reported to the Council at its next meeting and, unless endorsed by the Council at such meeting, said by-law shall not thereafter be effective.

Pursuant to the above order, the following by-laws are promulgated and published, to continue in full force and effect until modified, amended, or repealed by the Executive Committee with the concurrence of the Council.

MEMBERSHIP DUES

Dues for membership in the Organization of Professional Employees of the U. S. Department of Agriculture shall be \$2.00 for each calendar year; but where membership is newly established during the third quarter of the year, the sum of \$3.00 will be accepted in full payment for dues for both the current and the ensuing years. When a membership is newly established during the last quarter of a year, the payment of \$2.00 shall be credited to the ensuing year.

The annual dues shall constitute the full cost of membership. No entrance or initiation fees shall be charged, nor shall any additional special assessments be levied; but wholly voluntary contributions in furtherance of a specific objective, program, or project previously approved by the Council may be accepted and devoted to the purpose for which contributed.

Acknowledgment of receipt of dues shall be in the form of a membership card for the year for which said dues were paid.

AUTHORIZED DISBURSEMENTS
BY SECRETARY-TREASURER

The Secretary-Treasurer of the Organization is authorized to sign checks on behalf of said Organization; *provided*, that if through absence or other

cause he is unable to perform that function the authority to sign such checks shall be vested in and exercised by either the President or the Vice President of said Organization.

The Secretary-Treasurer ex officio shall have authority to disburse the funds of the Organization in payment of all usual and normal office and operating expenses or the expenses of any activity, program, or project previously approved and authorized by the Council or Executive Committee; but if a proposed payment is beyond previous authorization he shall refer it to the Executive Committee for approval prior to payment.

The Secretary-Treasurer may, in his discretion, advance to a designated member of the Organization staff a sum not exceeding \$25.00 to be used as a petty cash fund from which to make payments of minor amounts for miscellaneous supplies and services; and to replenish such fund from time to time upon certification of expenditures therefrom by the custodian thereof.

At the close of each calendar year a special committee, to be appointed by the President of the Organization, shall make a complete audit of all receipts and expenditures by the Organization for that calendar year, and shall report its findings and conclusions to the Council at the next meeting thereof.

ELIGIBILITY FOR REPRESENTATION ON COUNCIL

The units of the Department of Agriculture which shall be eligible for representation on the Council of the Organization shall be those which, in the statutes relating to the Department and in its annual appropriation bills, are specifically recognized and identified as a bureau, service, administration, office, authority, or corporation of the Department, but constituent or component branches or divisions thereof shall not be eligible.

If subsequent to the determination by the Executive Committee of the eligibility and representation of a unit on the basis of its membership as of October 1, as provided by Article IV of the Constitution, the membership of such unit is increased to numbers which would entitle it to initial or increased representation on the Council, the initial or additional representatives to which the unit may be entitled, upon selection by the unit and at its request, shall be permitted to attend all meetings of the Council and participate in its discussions but shall not have the power to vote until duly elected in the manner provided in Article IV.

PROCEDURE FOR ELECTION OF MEMBERS OF COUNCIL

Immediately after October 1 of each year the office staff of the Organization shall compile a list showing the total number of members of each unit within the Department who also are members of the Organization in good standing. Upon the basis of said list the Executive Committee shall then determine the number of members of the Council to which each unit shall be entitled during the succeeding

year, in conformity with Article IV of the Constitution.

Upon such determination the then current members of the Council shall be requested to organize within their specific units committees to nominate two candidates for each voting member position to which the unit is entitled and two candidates for one position of alternate. However, if the members of the unit so prefer, the nominations can be made at a general meeting rather than through the medium of a committee. Furthermore, if the majority of the members of a unit so desire, they can nominate a single slate of candidates, rather than two or more for each position.

When the nominations for a particular unit have been completed, they will be reported to the Executive Officer and a mimeographed or typed ballot form listing the names of the nominees, together with self-addressed return envelope, will then be sent to each OPEDA member who also is a member of the unit concerned.

When all ballots have been returned, or not later than December 15, they shall be tabulated by the Organization staff and the resultant tabulation shall be submitted to the Executive Committee, which shall then declare as elected to the Council the representatives of each unit receiving the highest votes. When the position of alternate has not been subject to separate vote, the person receiving the highest vote shall be the voting member and the one receiving the next highest vote shall be the alternate, for units entitled to one voting member; the persons receiving the first and second highest votes shall be the voting members and the person receiving the third highest vote shall be the alternate, for units entitled to two voting members; and the persons receiving the first, second, and third highest votes shall be the voting members and the one receiving the fourth highest vote shall be the alternate, for units entitled to three voting members.

PROCEDURE FOR ADOPTION OF NEW OBJECTIVES OR PROGRAMS

New objectives or programs may be proposed by any group or any individual member. If on their face they are within OPEDA's constitutional limitations, of general membership interest, and practicable of accomplishment, they will be referred to the Council. If approved in principle by the Council they will then be referred to the proper standing committee for perfection of details. Findings of standing committee then will be referred to the Executive Committee. Upon approval by that committee they become a part of the OPEDA program and a directive to the Executive Officer to employ all proper means for their fruition.

REPRESENTATION IN LEGISLATIVE MATTERS

The Executive Officer normally shall sign all letters to chairmen of congressional committees or individual members of Congress, transmit all submissions or factual data thereto, and orally present the Organization's determinations, conclusions, and

recommendations at hearings before committees of Congress. If, however, the President or Executive Committee of the Organization shall decide that the signing of such letters or such presentation of data or viewpoints by others would be more effective, action shall be in conformity with such decision.

PRESERVATION OF MEMBERSHIP

ELIGIBILITY SUBSEQUENT TO RETIREMENT OR TRANSFER TO ANOTHER DEPARTMENT

Persons who as members of the Department of Agriculture have established membership in the Organization will not be disqualified for continued membership by reason of retirement from active duty or because of the transfer to another executive department or agency of the unit in which they are employed. Continued membership by retirees is appreciated and desired. When units are transferred out of the Department of Agriculture, the employees thereof who were members of the Organization at the time of transfer may continue their membership, and other equally qualified employees of the same unit may establish membership, in the Organization.

ISSUANCE OF A PERIODICAL NEWSLETTER TO MEMBERS

The principal means for the issuance to members of information as to the affairs of the Organization shall be a printed newsletter, to be published and distributed during each quarter of the calendar year, normally following the January, May, and October meetings of the Council and the adjournment of Congress. This publication, normally of either six or eight pages, will include letters from the officers; the report of the Executive Officer; news items, articles, reviews, etc., contributed by members; illustrations, such as photographs of officers, contributors, outstanding members, etc.; or, in general, such printed or pictorial material as will be of interest and value to the members. Supplementing this publication may be such other mimeographed notices, special reports, questionnaires, etc., as may be necessary to fully inform the members of the status or progress of the activities in which they are interested.

MEMBERSHIP CAMPAIGNS

Primary responsibility for the maintenance and extension of OPEDA membership in any specific unit of the Department shall rest in the persons who represent that unit in the Council. The Executive Officer and the staff of the Organization shall cooperate in all practicable ways, such as preparing lists, arranging for the mimeographing and mailing of specific letters, distributing informational material, etc., and attending or speaking at luncheon or other meetings, but only with the approval of and as aids to the members of the unit who represent it on the Council.